



**STATE OF MAINE
BUREAU OF GENERAL SERVICES**

*Notice to Civil Engineers
Request for Qualifications*

The [Maine Department of Education and Sanford School Department](#) wishes to procure civil engineering services to identify and analyze potential sites for various school projects in Sanford, Maine.

The scope of this project includes, but is not limited to, [identifying sites within the City of Sanford that may be suitable for the construction of a new Elementary School or High School and Technical Center.](#) Analyses will include, but is not limited to reviewing available infrastructure including sewer, water, sidewalks, accessibility, soils, zoning, environmental constraints, and meeting school siting requirements set forth by the [Department of Education Chapter 64 rules](#). The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

Interested firms should submit 7 (seven) copies of a Letter of Interest and Qualifications which includes the firm's:

- A. qualifications to undertake this project;
- B. list of school or similar projects that demonstrate the firm's capabilities;
- C. list of recently completed work of similar type and size projects, with client contact information for each project;
- D. profiles of key personnel who will be involved in the project;
- E. statement of current workload and ability to absorb the project; and
- F. list of business references other than those listed above, including contact information.

The Letter of Interest and Qualifications should be sent to [David Theoharides, Superintendent, Sanford School Department, 917 Main Street, Suite 200, Sanford, Maine 04073](#) so as to be received not later than **1:00 PM on 21 February 2013**.

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will not be discussed at the interview. Specific program information will not be available before the screening of qualification packages. The selection committee will rank all firms and negotiate fees with the highest ranked firm.



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*Architect / Engineer
Procurement Process*

The standard procurement process of Architect and Engineer design services for public improvements is a Qualification Based Selection (QBS) process per statute (Title 5, §1742 subs. 6), described briefly here.

- 1.) The [advertisement](#) of this Request for Qualifications is the initial step in the process after the Agency assures that the project itself approved and funded. A clear scope of services statement is an essential component of the advertisement.
- 2.) [Interested firms respond](#) to the Request for Qualifications (RFQ) as described above, submitting the Letter of Interest and Qualifications to the Selection Committee.
- 3.) The [Selection Committee screens all submissions](#) and invites the most qualified firms to interview for the project, typically three to five firms.
- 4.) The [Selection Committee interviews the firms](#).
- 5.) The [Selection Committee ranks all of the interviewed firms](#). The Committee [negotiates an agreement](#) with the highest ranked firm based on the scope of professional services identified in the RFQ and interview.
- 6.) A [BGS Professional Services Agreement](#) is drafted.
- 7.) An insurance certificate and approved agreement is required before work commences.